

Department of Administration

Ethics Commission

Mission

The Ethics Act creates a code of conduct for all public officials and employees and establishes the Ethics Commission to educate and advise public servants on their responsibilities under the West Virginia Code so they can act in accordance with Ethics rules and preserve the public's confidence in the integrity and impartiality of governmental actions.

Operations

- Educate and advise public servants about their responsibilities under the Ethics Act via answers to phone queries, written material, presentations, and classes.
- Render formal advisory opinions in response to requests from individuals covered by the act.
- Administer the registration and reporting of lobbyists, and publish an annual directory of lobbyists.
- Provide for the distribution and filing of financial disclosure statements for candidates and other public servants who must file.
- Oversee the processing, investigation, and adjudication of formal complaints of Ethics Act violators.
- Answer inquiries from the press and public regarding lobbyist registration, financial disclosure filing, and general interpretation of the Ethics Act.
- Render formal advisory opinions to governing bodies of public agencies and advise public officials on compliance with the Open Meetings Act.
- Issue formal advisory opinions to members of county boards of education, members-elect, and candidates or potential candidates on eligibility to serve while holding a second public position.
- Administer a code of conduct for state administrative law judges by conducting training, rendering formal written advisory opinions and informal oral or written guidance, and adjudicating complaints alleging violations.

Goals/Objectives

- Improve ethics climate by implementing 2005 legislative changes that strengthened standards of conduct, improved financial disclosure reporting requirements, and increased lobbyist expenditure reporting requirements.
- Develop training programs and materials for mandatory ethics training for public officials and lobbyists by end of June 2006.
- Implement enhanced training programs on open meetings law using Internet modules by the end of 2006.
- Process all lobbyist registrations within one business day of receipt.
- Answer all informal written advisory requests within ten days of receipt.
- Answer all formal written advisory requests within 60 days of receipt.
- Develop and institute by the end of June 2007 a process for access to on-line lobbyist registration and reporting.

Performance Measures

<u>Fiscal Year</u>	<u>Actual</u> <u>2003</u>	<u>Actual</u> <u>2004</u>	<u>Estimated</u> <u>2005</u>	<u>Actual</u> <u>2005</u>	<u>Estimated</u> <u>2006</u>	<u>Estimated</u> <u>2007</u>
Lobbyist registrations processed within one business day	N/A	N/A	N/A	90%	100%	100%
Formal advisory opinion requests answered within 60 days	N/A	N/A	N/A	100%	100%	100%
Financial disclosures filed	2,743	3,978	2,600	2,860	3,600	2,950

Ethics Commission
Expenditures

	TOTAL FTE POSITIONS 11/30/2005	ACTUALS FY 2005	BUDGETED FY 2006	REQUESTED FY 2007	GOVERNOR'S RECOMMENDATION
EXPENDITURE BY PROGRAM					
Ethics Commission	5.55	\$325,010	\$706,081	\$703,651	
Less: Reappropriated		0	0	0	
TOTAL BY PROGRAM	5.55	325,010	706,081	703,651	707,296
EXPENDITURE BY FUND					
General Fund					
FTE Positions		4.05	5.55	5.55	5.55
Total Personal Services		177,929	322,824	320,494	324,139
Employee Benefits		48,856	94,410	94,679	94,679
Other Expenses		81,202	288,847	288,478	288,478
Less: Reappropriated		0	0	0	0
Subtotal: General Fund		307,987	706,081	703,651	707,296
Federal Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Subtotal: Federal Fund		0	0	0	0
Appropriated Special Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		0	0	0	0
Less: Reappropriated		0	0	0	0
Subtotal: Appropriated Special Fund		0	0	0	0
Nonappropriated Special Fund					
FTE Positions		0.00	0.00	0.00	0.00
Total Personal Services		0	0	0	0
Employee Benefits		0	0	0	0
Other Expenses		17,023	0	0	0
Subtotal: Nonappropriated Special Fund		17,023	0	0	0
TOTAL FTE POSITIONS BY FUND	4.05	5.55	5.55	5.55	5.55
TOTAL EXPENDITURES BY FUND		\$325,010	\$706,081	\$703,651	\$707,296